

# Health and Safety Training Matrix

Comprehensive Training Requirements by Role

Mandatory

Essential (if relevant to job)

Recommended

On Request

Training Course	Management Committee / Board of Directors	Director / Chief Executive	Deputy Director / General Manager	Head of Departments	H&S Manageme
General Safety Induction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Road Safety & Traffic Regulation Compliance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Journey Management & Route Risk Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fatigue Management & Journey Planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Defensive Driving & Advanced Vehicle Handling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mine Site Safety Induction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Training Course	Management Committee / Board of Directors	Director / Chief Executive	Deputy Director / General Manager	Head of Departments	H&S Manageme
<b>Cultural Awareness &amp; Communication Skills</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Vehicle Inspection &amp; Preventive Maintenance</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Emergency Evacuation &amp; Contingency Planning</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>First Aid &amp; Emergency Response</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Security Awareness &amp; Defensive Security Driving</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Customer Service &amp; VIP Transport Etiquette</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Fire Safety &amp; Vehicle Emergency Equipment Use</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Incident Investigation</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Course Details

1. General Safety Induction	<b>3 days</b>
2. Road Safety & Traffic Regulation	<b>1 day</b>
3. Journey Management & Route Risk	<b>1 day</b>
4. Fatigue Management & Journey Planning	<b>1 day</b>
5. Defensive Driving & Advanced Vehicle	<b>1 day</b>
6. Mine Site Safety Induction	<b>2 days</b>
7. Cultural Awareness & Communication	<b>1 day</b>

### **Additional Courses**

8. Vehicle Inspection & Maintenance	<b>1 day</b>
9. Emergency Evacuation & Planning	<b>1 day</b>
10. First Aid & Emergency Response	<b>1 day</b>
11. Security Awareness & Defensive Security	<b>1 day</b>
12. Customer Service & VIP Transport	<b>2 days</b>
13. Fire Safety & Emergency Equipment	<b>1 day</b>
14. Incident Investigation	<b>1 day</b>

### **Document Information**

**Document Reference:** SE-HS-TM 03

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